

**Commonwealth of Kentucky**  
**Kentucky Department for Libraries & Archives**  
**State Fiscal Year 2006**

**APPLICATION FOR A NEW BOOKMOBILE GRANT**

**PART I - APPLICANT INFORMATION**

Library Name: \_\_\_\_\_

Address: \_\_\_\_\_ County \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Library Director: \_\_\_\_\_

Director's E-mail Address: \_\_\_\_\_

Outreach/Bookmobile Librarian: \_\_\_\_\_

The total maximum grant amount is \$21,500.

Is your library willing to meet the required match of approximately \$20,000?   \_\_\_YES   \_\_\_NO

Return this application with original signatures to:

Donna Hedges  
Kentucky Department for Libraries & Archives  
P.O. Box 537  
300 Coffee Tree Rd.  
Frankfort, KY 40602-0537

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Application must be postmarked no later than April 30, 2005

Fax copies will not be acceptable

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**PART II - VEHICLE INFORMATION**

1. If awarded this grant, the new bookmobile will (check one)

- \_\_\_\_\_ A. Replace an existing bookmobile or outreach vehicle  
\_\_\_\_\_ B. Be added to serve as a second outreach vehicle  
\_\_\_\_\_ C. Start a new bookmobile/outreach service for the community

2. If you checked A or B, continue with the next question.

If you checked C, skip to **Part III** on the next page of this application form.

3. Current Vehicle: License # \_\_\_\_\_ Year \_\_\_\_\_  
Serial # \_\_\_\_\_ Mileage \_\_\_\_\_

4. Insurance: Collision policy # \_\_\_\_\_ Deductible \$ \_\_\_\_\_  
Liability policy # \_\_\_\_\_ Deductible \$ \_\_\_\_\_  
Carrier \_\_\_\_\_ Agent \_\_\_\_\_

5. In the table below show amounts budgeted for fiscal years indicated.

	<b>FY 2003/04</b>	<b>FY 2004/05</b>
Total funds spent on vehicle maintenance and repair		
Total funds spent on gasoline and oil		
Number of hours vehicle was on the road per month		
Number of stops per week/month	/	/
Total bookmobile circulation figures		
Current mileage on bookmobile		

### **PART III - BUDGET INFORMATION**

1. Fill in the table below to show funding allocated towards supporting your library's outreach services program for the current fiscal year, 2005-2006. Ignore items that may not be relevant to your specific situation. Specify others as needed in the space provided.

	<b>Amount</b>
Bookmobile materials (books, audiovisual, etc)	
Personnel	
Gas / Oil	
Repair / Maintenance	
Insurance	
Total Funds Allocated	\$

2. \_\_\_\_\_ Check here to indicate that your library agrees to provide receipts and canceled checks for the cost of the vehicle and any modifications made to the vehicle to support that the library provided at least a 50% match.

If selected for the grant, your library will be responsible for costs to cover:

- About one half the cost of the vehicle.
- Interior modifications such as shelving, lighting, flooring, etc. The new bookmobiles do not require the addition of a generator.
- Exterior paint job (if desired).

## PART IV - NARRATIVES

Briefly answer the following narrative questions on an attached sheet with each answer numbered accordingly.

- 1) **NEED:** Briefly explain why your library needs a new bookmobile by describing your current bookmobile/outreach services. Why is this vehicle necessary to meet your goals? Include information about types of stops: Service to shut-ins, schools, daycares, other programming, promotion, number of patrons, problems and concerns, unique aspects to your program, etc...
- 2) **COMMITMENT:** Give a description of your future outreach services plan. Does your library demonstrate its commitment to planning for outreach by including bookmobile and outreach services in its long range plan? If so, attach pertinent sections of your library's long-range plan. Provide results from any past surveys that support this fact.
- 3) **PUBLIC RELATIONS:** How is your community aware of your outreach services? Do you plan on increasing visibility? How do you plan on promoting services to reach people in un-served or under-served areas of the county? How are you going to identify your clients?
- 4) **EVALUATION:** Explain how you intend to evaluate your program. How often will evaluations be done? What do you propose to do if your evaluations indicate that your program is not successful?

Kentucky Department for Libraries and Archives retains ownership of all full or partially state funded vehicles.

## PART V - SIGNATURES

We understand the requirements for continued adequate funding for the bookmobile and outreach services program, and do affirm that such funding shall be provided. This may include, but is not limited to, personnel, insurance, maintenance, materials, and equipment. We hereby apply for the provision of a state owned bookmobile/outreach van for our library.

We have read and approve the FY 2006 Public Library Bookmobile Grant application:

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Library Director

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Date

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President, Board of Trustees

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Date

**Postmark deadline date is April 30, 2005**